

Georgia Southern University Digital Commons@Georgia Southern

Faculty Senate Index

Faculty Senate Documents

3-3-2016

Attendance Policy for University Sponsored Activities

Errol-Anthony Spence-Sutherland
Georgia Southern University

Student Government Association

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/faculty-senate-index>



Part of the [Higher Education Administration Commons](#)

Recommended Citation

Spence-Sutherland, Errol-Anthony and Student Government Association, "Attendance Policy for University Sponsored Activities" (2016). *Faculty Senate Index*. 9.
<https://digitalcommons.georgiasouthern.edu/faculty-senate-index/9>

This motion request is brought to you for free and open access by the Faculty Senate Documents at Digital Commons@Georgia Southern. It has been accepted for inclusion in Faculty Senate Index by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

Attendance Policy for University Sponsored Activities

Submitted for Erroll Spence and the SGA

3/3/2016

Motion:

The Student Government Association (SGA) recommends that the Senate move to amend the Faculty Handbook Section 308, Attendance, which reads: "The University does not issue an excuse to students for class absences. In case of absences as a result of illness, representation of the University in athletic and other activities, or special situations, instructors may be informed of reasons for absences, but these are not excuses." The amendment will remove the phrase, "representation of the University in athletic and other activities" from Section 308, and add a new paragraph under paragraph three of Section 308 to read: "Students participating in authorized activities as an official representative of the university (i.e. athletic events, delegate to regional or national meetings or conferences, participation in university-sponsored performances) will not receive academic penalties and will be given reasonable opportunities to complete assignments and exams or given compensatory assignment(s) if needed. The student must provide written confirmation from a faculty or staff advisor to the course instructor(s) not fewer than 10 days prior to the date for which the student will be absent from the class. The student is responsible for all material presented in class and for all announcements and assignments. When possible, students are expected to complete these assignments before their absences. In the event of a disagreement regarding this policy, an appeal may be made to the corresponding College Dean."

Rationale:

The purpose of this amendment is to provide students who officially represent the University, through their participation in University related or sponsored activities, with an official policy to prevent them from being penalized as a result of their participation in said events. This proposed amendment to the current policy on attendance better supports the mission of the University in providing a holistic educational experience for students. Many universities have policies such as this, including our aspirational peers, other USG institutions, and Sun Belt Conference schools. A list of those schools with similar policies is below.

Aspirational Peers

Ball State University

California Polytechnic State University, San Luis Obispo

East Carolina University

Illinois State University

James Madison University

Middle Tennessee State University

Miami University of Ohio

University of Northern Iowa

University of West Florida

Western Washington University

USG and Sun Belt Institution

Arkansas State University

Columbus State University

Georgia State University

Georgia Institute of Technology

New Mexico State University

Texas State University

University of Arkansas at Little Rock

University of Idaho

University of Louisiana at Lafayette

University of North Georgia

University of Texas at Arlington

Amended motion

MOTION:

The Student Government Association (SGA) recommends that the Senate move to amend the Faculty Handbook Section 308, Attendance, which reads: “The University does not issue an excuse to students for class absences. In case of absences as a result of illness, representation of the University in athletic and other activities, or special situations, instructors may be informed of reasons for absences, but these are not excuses.” The amendment will remove the phrase, “representation of the University in athletic and other activities” from Section 308, and add a new paragraph under paragraph three of Section 308 to read: “Students participating in authorized activities as an official representative of the university (i.e. athletic events, delegate to regional or national meetings or conferences, participation in university-sponsored performances) will not receive academic penalties and, in consultation with the instructor of record, will be given reasonable opportunities to complete assignments and exams or given compensatory assignment(s) if needed. The student must provide written confirmation from a faculty or staff advisor to the course instructor(s) not fewer than 10 days prior to the date for which the student will be absent from the class. The student is responsible for all material presented in class and for all announcements and assignments. When possible, students are expected to complete these assignments before their absences. In the event of a disagreement regarding this policy, an appeal may be made by either the student or instructor of record to the corresponding College Dean.”

RATIONALE:

The purpose of this amendment is to provide students who officially represent the University, through their participation in University related or sponsored activities, with an official policy to prevent them from being penalized as a result of their participation in said events. This proposed amendment to the current policy on attendance better supports the mission of the University in providing a holistic educational experience for students. Many universities have policies such as this, including our aspirational peers, other USG institutions, and Sun Belt Conference schools. A list of those schools with similar policies is below.

<u>Aspirational Peers</u>	<u>USG and Sun Belt Institution</u>
Ball State University	Arkansas State University
California Polytechnic State University, San Luis Obispo	Columbus State University
East Carolina University	Georgia State University
Illinois State University	Georgia Institute of Technology
James Madison University	New Mexico State University
Middle Tennessee State University	Texas State University
Miami University of Ohio	University of Arkansas at Little Rock
University of Northern Iowa	University of Idaho
University of West Florida	University of Louisiana at Lafayette
Western Washington University	University of North Georgia
	University of Texas at Arlington

308 Attendance

University policy requires all students to attend the first class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course. This policy applies to all levels of courses. It is the student's responsibility to verify course drops and check that fees are adjusted. Students who have verifiable extenuating circumstances which prohibit them from attending the first day of classes must contact their instructor or complete the online Exemption Request Form available through the student's MyGeorgiaSouthern account (<https://my.georgiasouthern.edu/>) to avoid being dropped from the course.

Exemption Request Forms are sent via email to both the Registrar's Office and the instructor. The Registrar's Office is only able to excuse an absence for the first day of class and only for documented instances related to military duty, court appearances, funerals, or health issues such as a doctor's appointment or surgery. If the absence is for one day and meets the above criteria, the Registrar's Office will approve the absence by holding the seat for the student and notifying the student via email. The instructor will be copied on this email. Student documentation for the absence should be sent to the Registrar's Office within the first two weeks of class. Requests for attendance exemptions that are not for the reasons specified above will not be approved by the Registrar's Office. In this situation, the student will receive an email notification that the Registrar's Office is not able to verify their attendance and to contact the instructor directly. The instructor will be copied on this reply email. Only the instructor and/or the Provost can hold seats if the absence is for more than the first day of class. Questions about this process can be directed to the Registrar's Office at 912.478.5152 or sent via email to attendance@georgiasouthern.edu.

Students are expected to attend all classes. Each professor has the responsibility for setting specific policies concerning class attendance beyond the first class meeting, including whether they will accept excused absences and whether they will allow work missed to be made up. Professors should clearly state policies in each class and make clear what constitutes excessive absences. Departments may establish policies concerning class attendance provided there is unanimous agreement by faculty members within the department. The student is responsible for all material presented in class and for all announcements and assignments regardless of whether the student is in attendance.

Students participating in authorized activities as an official representative of the university (i.e. athletic events, delegate to regional or national meetings or conferences, participation in university-sponsored performances) will not receive academic penalties and, in consultation with the instructor or record, will be given reasonable opportunities to complete assignments and exams or given compensatory assignment(s) if needed. The student must provide written confirmation from a faculty or staff advisor to the course instructor(s) not fewer than 10 days prior to the date for which the student will be absent from the class. The student is responsible for all material presented in class and for all announcements and assignments. When possible, students are expected to complete these assignments before their absences. In the event of a

disagreement regarding this policy, an appeal may be made by either the student or instructor of record to the corresponding College Dean.

Students whose military obligations require their absence from class for more than the first day may seek an exemption from the class attendance policy. Students requesting an exemption should fax their military orders to the associate provost at (912) 478-5279 along with a request for an exemption prior to the start of the first week of classes. Working with the appropriate associate dean, the associate provost

<http://academics.georgiasouthern.edu/procedures/policies/#handbookpreface> will ensure that the student's instructors are contacted and made aware of the request for an exemption. Instructors will carefully consider all such requests and base their decision upon the course attendance policies and the student's ability to catch up on missed course materials upon his or her return.

The University does not issue an excuse to students for class absences. In case of absences as a result of illness, ~~representation of the University in athletic and other activities~~, or special situations, instructors may be informed of reasons for absences, but these are not excuses.

Attendance Verification

Attendance verification procedures and instructions (including a demo for submitting the verification via MyGeorgiaSouthern) are available at <http://em.georgiasouthern.edu/registrar/faculty-staff/helpfullinks/>.

- Verify attendance on the first day a class meets.
- Complete attendance verification through the faculty member's MyGeorgiaSouthern account rather than through WINGS.
- Verify attendance for each student in the class regardless of whether the student receives financial aid.
- Verify attendance for every class, including non-lecture classes such as dissertations, labs, student teaching, independent studies, directed studies, theses, practicums, internships, asynchronous instruction, and online classes.
- Verify attendance for students who add a class or start attending after the initial attendance verification has already been submitted by re-submitting the attendance. The names of those students whose attendance has not been previously verified will appear at the top of the Attendance Verification form.
- Verify attendance for students who have a "hold seat" status to ensure that the student receives any financial aid for which he or she may be eligible.
 - If the student does not attend class after the day for which he or she was expected to attend, the student should be verified as not attending the class.